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## COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

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BOARD OF SUPERVISORS

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*"To Enrich Lives Through Effective And Caring Service"*

April 6, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

#18 APRIL 6, 2010

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**AUTHORIZATION TO ACCEPT OLDER AMERICANS ACT  
TITLE III-B GRANT AWARDS AND APPROVAL TO  
EXECUTE SUPPORTIVE SERVICES PROGRAM CONTRACTS  
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**SUBJECT**

Community and Senior Services (CSS) seeks delegated authority to: 1) accept Older Americans Act (OAA) Title III-B grant awards and contract amendments from the California Department of Aging (CDA) for each year of a four-year funding period beginning July 1, 2010 through June 30, 2014; 2) execute annual contracts and contract amendments with the CDA required for acceptance of the grant funds; 3) execute contracts and allocate funds for the contract term as a result of a Request for Proposals (RFP); 4) execute contract amendments within the contract term to increase or decrease contract amounts; and 5) execute Cost of Living Adjustments (COLA) to contract agencies. The Supportive Services Program (SSP) provides supportive services to eligible adults and promotes health, dignity, and independence.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of CSS, or designee, from the Los Angeles County Area Agency on Aging (AAA), Planning and Service Area (PSA) 19, to accept funding for the estimated Fiscal Year (FY) 2010-11 OAA Title III-B grant award of \$4,790,650 from the CDA (Contract #AP-1011-19) for the provision of supportive services through the SSP, to adults aged 60 and older.
2. Delegate authority to the Director of CSS, or designee, to accept OAA Title III-B grant awards and any amendments thereto from the CDA for each year of the

contract period beginning July 1, 2010 through June 30, 2014, under CDA contract numbers: AP-1011-19 (for FY 2010-11), AP-1112-19 (for FY 2011-12), AP-1213-19 (for FY 2012-13), and AP-1314-19 (for FY 2013-14); and execute annual contracts and all future contract amendments with the CDA required for acceptance of these funds, provided that: 1) the referenced CDA contract numbers do not change during the four-year contract period, and 2) the Director of CSS, or designee, notifies your Board and the Chief Executive Office (CEO) in writing within ten workdays of accepting the funding.

3. Delegate authority to the Director of CSS, or designee, to negotiate and execute contracts for a four-year contract term effective July 1, 2010 through June 30, 2014, after County Counsel approval as to form, with 26 agencies in the estimated amounts indicated on the Attachment for the provision of supportive services during FY 2010-11. Overall funding for each agency is subject to the availability of funds each fiscal year and the agency's performance in meeting the goals of the SSP in the County.
4. Authorize the Director of CSS, or designee, to execute contract amendments with the agencies indicated on the Attachment as needed throughout the contract term effective July 1, 2010 through June 30, 2014, to increase or decrease the maximum contract amounts in response to funding received from the CDA and based on contractor performance and the total funds available, provided that: (a) the total allocations do not exceed funding availability; (b) approvals of County Counsel as to form and the CEO are obtained prior to any such amendment; and (c) the Director of CSS, or designee, confirms in writing to the Board of Supervisors and the CEO within 30 days after such amendments have been executed. This action would assure full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.
5. Authorize the Director of CSS, or designee, to execute and approve COLA increases or decreases to contract agencies at the Director's discretion, consistent with the County's established policy and County contract language.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended actions will enable CSS to continue administration of the SSP for the contract term beginning July 1, 2010 through June 30, 2014. This program provides supportive services including case management, homemaker, personal care, in-home respite, Alzheimer's day care, outreach and registry. The types of services provided through this program include, but are not limited to, the following: assessment of clients and care plans, in-home assistance with basic household tasks, assistance with bodily hygiene and personal safety, the provision of a temporary caregiver in the home to benefit the clients by enabling caregivers to have a temporary period of relief or rest from their care giving responsibilities, Alzheimer's day care for clients with Alzheimer's

disease and related disorders, identification of potential clients and encouragement in their use of services, and maintenance of a list of Supportive Services providers that complement the care needed by the client.

### Performance Measures

The success of the program will be measured based on performance measures which align with the County's *Performance Counts!* Initiative.

### Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals: Goal #1 Operational Effectiveness, Goal #2 Children, Family and Adult Well-Being, and Goal #4 Health and Mental Health.

### **FISCAL IMPACT/FINANCING**

The SSP is financed with OAA Title III-B grant funds received from the CDA annually. These funds are included in the Department's FY 2010-11 Proposed Budget. The estimated total available funds for the SSP are \$4,790,650.

Of the estimated CDA dollars totaling \$4,790,650, approximately \$3,055,760 is allocated for the SSP contracts, and approximately \$1,734,890 will be used for administrative and programmatic costs.

### **FACTS AND PROVISIONS**

The current SSP contracts are due to expire on June 30, 2010. CSS released a RFP in September 2009 to solicit proposals from qualified agencies to provide supportive program services beginning July 1, 2010 for a four-year contract period, commencing July 1, 2010 through June 30, 2014, contingent upon the availability of funds and contractor performance.

All OAA Title III-B supportive services were included in the RFP, with the exception of the supplemental legal services component. CSS determined that the requirements for this highly specialized service would best be addressed through a separate solicitation to be released within the current fiscal year.

The agencies on the Attachment that are being recommended for funding are in compliance with all Board and CEO requirements. The CEO has reviewed and concurs with the recommended actions.

County Counsel and the CEO have reviewed this Board letter. County Counsel approval as to form will be obtained prior to execution of contracts and amendments with the 26 recommended agencies.

### **CONTRACTING PROCESS**

On September 30, 2009, CSS released a RFP to solicit proposals from qualified agencies to provide supportive services to adults aged 60 and older. CSS sent over 600 letters of interest from a compiled address list to potential bidders in all supervisorial districts, including the Los Angeles County AAA Advisory Council and Los Angeles County Commission on Aging (LACCOA) members and current AAA-funded agencies. The RFP was advertised in greater Los Angeles County newspapers such as the Los Angeles Times, L.A. Watts Times, Antelope Valley Press, San Gabriel Valley Tribune, Daily Breeze, Daily News, Long Beach Press Telegram and HOY. The RFP and all related documents were also posted and available on the CSS, Internal Services Department (ISD) and County Office of Small Business (OSB) websites.

In response to the RFP, 27 agencies submitted proposals to provide supportive services. The 26 agencies identified on the Attachment are recommended for funding satisfied the evaluation criteria by receiving a score of 700 or higher (out of a total 1000 possible) for each submitted proposal. One agency, Addus Healthcare, Inc., a for-profit organization, is not being recommended for SSP funding.

Title 22 of the California Code of Regulations, Section 7362 requires that prior to an award of a contract to a for-profit entity; an AAA shall submit specified documents to the CDA for review and approval. Thereafter, the CDA is required by law to approve or disapprove the award if it determines that the award process used by the AAA was equitable or not in compliance with federal and State laws and regulations.

In accordance with Title 22, Section 7362, CSS submitted its request to fund Addus Healthcare, Inc., a for-profit entity, submitted to the CDA all required documents, and responded to all inquiries from the CDA. In its determination, the CDA stated Section 1.1.1 of the SSP RFP released by CSS stated, "The purpose of this RFP is to solicit contractors from local public/government entities and non-profit organizations..." For this reason, the CDA denied CSS' request to fund the agency. The CDA stated that "...based on the terms of the RFP, which limited the eligibility for award of a contract to government and non-profit agencies, the CDA disapproves of the awarding of contract to a for-profit entity, Addus Healthcare, Inc." CSS has provided written notification to Addus Healthcare, Inc. of the CDA decision.

The SSP contract is not a Proposition A contract in which living wage laws would be applicable. CSS is not capable of providing all of the State required direct supportive services. The SSP services are contracted through community-based organizations.

Monitoring

Monitoring of the SSP will be conducted on an annual basis and will include administrative and programmatic monitoring to ensure contract compliance. Program monitoring is accomplished through the CSS Contract Compliance Division. Fiscal compliance monitoring will be conducted biannually by an approved vendor procured through the Auditor-Controller.

**IMPACT ON CURRENT SERVICES**

The recommended actions will assure the continuation of crucial supportive services to adults age 60 and older, residing in Los Angeles County, excluding the City of Los Angeles.

**CONCLUSION**

Upon Board approval, please mail one copy of the adopted Board Letter to Ms. Sonja Ivey-Rojas, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA, 90020. If you need to contact Ms. Ivey-Rojas, she may be reached at (213) 351-8917.

Respectfully submitted,

A handwritten signature in black ink, reading "Cynthia D. Banks", followed by a circular stamp containing the letters "HD".

CYNTHIA D. BANKS  
Director

Attachment

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

COMMUNITY AND SENIOR SERVICES  
 AREA AGENCY ON AGING (AAA)  
 2010-14 SUPPORTIVE SERVICES PROGRAM (SSP)  
 ESTIMATED FY 2010-11 FUNDING RECOMMENDATIONS

ATTACHMENT

Agency	Contract No.	Proposed Sup. Dist.	FY 2010-11
1 Alhambra, City of	SSP-1014-02	5	58,511
2 AltaMed Health Services Corporation	SSP-1014-03	1	108,358
3 Antelope Valley Committee on Aging	SSP-1014-04	5	58,511
4 Armenian Relief Society of Western U.S.A., Inc.	SSP-1014-05	5	58,511
5 Avalon Medical Development Corp	SSP-1014-06	4	50,000
6 Behavioral Health Services, Inc	SSP-1014-07	4	144,280
7 Chinatown Service Center	SSP-1014-08	1,4,5	328,780
8 El Monte, City of	SSP-1014-09	1	58,511
9 Heritage Clinic and the Community Assistance Program for Seniors	SSP-1014-10	5	58,511
10 Human Services Association	SSP-1014-11	1,2,4	331,342
11 Inglewood, City of	SSP-1014-12	2	77,003
12 Jewish Family Service of Los Angeles	SSP-1014-13	2,3,5	74,195
13 Just Rite Community Programs, Inc.	SSP-1014-14	2,3,5	199,951
14 Life Steps Foundation, Inc.	SSP-1014-15	2	40,450
15 Little Tokyo Service Center (LTSC) Community Development Corporation	SSP-1014-16	1,2,3,4,5	30,000
16 Los Amigos Research and Educational Institute, Inc.	SSP-1014-17	1,4	58,511
17 Norwalk, City of	SSP-1014-18	4	61,130
18 Office of Samoan Affairs	SSP-1014-19	2,4	58,511
19 Santa Anita Family Services	SSP-1014-20	1,4,5	500,942
20 Santa Clarita Valley Committee on Aging	SSP-1014-21	5	186,933
21 SCAN Health Plan	SSP-1014-22	2,4	101,968
22 Southeast Area Social Services Funding Authority (SASSFA)	SSP-1014-23	1,4	108,962
23 Special Service for Groups, Inc.	SSP-1014-24	1,2,4,5	91,134
24 Watts Labor Community Action Committee	SSP-1014-25	2	50,000
25 WISE & Healthy Aging	SSP-1014-26	2,3,4	102,244
26 YWCA of San Gabriel	SSP-1014-27	1,4,5	58,511
<b>TOTAL</b>			<b>3,055,760</b>